

Faculty Brown Bag Workshops Winter 2006

Using Bb's Team Tool to Create Collaborative Work Spaces for Student Group Projects

Workshop Description: Do you require group work as part of your course requirements? Blackboard has created a wiki tool which allows for individual students, or groups of students, to create a web project within Blackboard. A wiki tool is a communal web site that anyone can easily add to and edit. One of the nice features of the Team tool is that there is assessment feature built in which allows the instructor to track "changes" and "edits" by individual team members so that you can get a better assessment on "who" really worked on the project. During this hands-on workshop, you will hear from an English faculty member who piloted the Teams Bb tool this past fall and you will get a chance to play with the new Teams tool.

Presenters:

Wendy Hedrick, English Department

Glenna Decker, Educational Technology

Kim Kenward, Educational Technology

<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
Monday	1/23/06	11:30am – 12:30pm	204A DEV
Friday	1/27/06	12noon – 1pm	111 HRY

Using Student Journals to Promote Student Learning & Reflective Thinking (including a sneak peek at Blackboard's new Journal Tool!)

Workshop Description:

If you require journaling assignments as part of your coursework, you should consider attending this workshop to learn more about Blackboard's latest journaling tool. Depending on your purpose, the Blackboard journal tool can be either used for private journaling or open journaling (similar to a blog). During this hands-on workshop, you will hear from a Social Work faculty member who used e-journaling in place of paper journals during the summer of 2005 and was pleasantly surprised at the benefits switching from a paper journal to an e-journal. Some of the benefits included her ability to having immediate access to her student's e-journals which then allowed her to guide her seminars discussion around current issues and salient themes found in the journal entries. In addition, when the journal is set-up as a private journal, the confidentiality allows the faculty member to comment on student's journal entries in a timely manner, creating a personal dialogue with each student.

Presenters:

Shelley Schuurman, Social Work

Glenna Decker, Educational Technology

Kim Kenward, Educational Technology

<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
Wednesday	2/1/06	1pm – 2pm	205A DEV
Friday	2/3/06	12noon – 1pm	111 HRY

United Video Streaming Services & Introduction to Podcasting

Workshop Description:

If you're interested in locating video-streaming clips or complete videos to support or enhance your classroom instruction, the College of Education has purchased a university-wide subscription to United Streaming Video Service. The subscription includes over 4,000 digital videos that can be either streamed or downloaded and made available to your students. In addition, the subscription also includes access to over 2,500 copyright free images that can be used for creating multimedia presentations. Throughout the workshop, users will hear from an Education faculty member that has been actively using the United Video Streaming service for the past year with great success. Part two of this workshop, will focus on the implications of podcasting (digital audio recordings) towards higher education and teaching/learning.

Presenters:

Russ Barneveld, College of Education
Glenna Decker, Educational Technology
Kim Kenward, Educational Technology

<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
Wednesday	2/15/06	12pm – 1:30pm	205A DEV
Friday	2/24/06	1pm – 2:30pm	111 HRY

Small Group Learning Activities

Workshop Description: Why and when should you consider small group learning activities? How do you effectively lead a small group? What kinds of small group experiences increase student learning? This session highlights core elements of small group teaching/learning and addresses how a variety of technology can support small groups.

Presenters:

Rosemary Cleveland, College of Education
Glenna Decker, Educational Technology
Kim Kenward, Educational Technology

<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
Monday	3/27/06	12 pm – 1 pm	204A DEV
Tuesday	3/28/06	1 pm – 2 pm	2325 MAK

5th Annual Teaching & Learning with Technology Fair

Food! Fun! Toys! Raffle Prizes! Step right up and explore examples of how your colleagues have integrated technology into their teaching and learning practices! Here's your chance to see what your colleagues are doing, ask them questions about their projects and perhaps get a little inspired!

<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
Wednesday	3/22/06	1pm – 4:00pm	Allendale Campus (2064 MAK) Modern Languages

Exemplary Ways of Using Blackboard

Using a panel discussion, faculty will share their best practices, tips, tricks, words of advice and practical experiences using Blackboard. This panel will provide invaluable, real-life insight from those who have been effectively using Blackboard to enhance teaching and learning.

<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
Friday	4/14/06	1pm – 2:30pm	205A DEV

Consultation Times

SPSS, SAS, Test & Survey Scanning

For survey or data questions, assistance with data manipulation in SPSS or SAS and for bubble-sheet scanning, call or email to schedule a consultation with Karen Burchard, 2008 MAK, 331-6500, burchark@gvsu.edu.

Assistance with Classroom Presentation Technology

For assistance in utilizing the presentation technology in your classroom phone CTS (Computing and Technology Support) Helpdesk at 1-2101 to set up an appointment.

PC Security

This seminar will discuss how to avoid, detect and get rid of malicious software, that is designed to damage or disrupt a computer system. Among the topics addressed will include viruses, Trojan horses, spyware, adware, spam and phishing.

<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
Monday	3/27/06	2 pm – 4 pm	111 HRY
Tuesday	4/11/06	2 pm – 4 pm	189 CHS

Graphic Editing

How to Edit and Manipulate Digital Images.

Graphic Manipulation with Standard Windows Software

Windows comes with two programs that let users manipulate photos and images. MS Photo Editor and MS Paint. These free programs let users perform many helpful functions such as reducing the size of a image, change file types, set transparent sections, crop, rotate, balance colors, add special effects, adding text to images,

This seminar will also cover how to capture what you seen on the monitor and create an image of it.

<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
Monday	3/13/06	10 am – 11:30 am	111 HRY
Thursday	4/6/06	2 pm – 4 pm	189 CHS

Courseware

Departments may request private seminars.

Introduction to Blackboard

This hands-on workshop introduces faculty to Blackboards core features and functions, including uploading content, emailing your class, posting announcements, creating groups, assignments, setting up a class discussion, assessment, setting up the gradebook and entering faculty information.

<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
Monday	12/19/05	1 pm – 4 pm	205A DEV
Tuesday	1/3/06	1 pm – 4 pm	111 HRY
Saturday	1/21/06	9 am – 12 pm	115A DEV
Tuesday	1/31/06	4 pm – 6 pm	111 HRY
Friday	2/17/06	3 pm – 5 pm	111 HRY
Thursday	3/23/06	9 am – 12 pm	189 CHS

Managing Blackboard 6 Gradebook

The Gradebook posts all student grades associated with tests and assignments. The Gradebook also accommodates score grades for work completed outside of the Blackboard Learning System. Instructors may also view the results of surveys through the Gradebook. The Gradebook class will cover the following topics:

Add/modify Gradebook item	Create/modify item category
Manage categories	Sort and filter items by category
Manage display options	Create/modify grade display options
Weight grades	Download Gradebook
Upload Gradebook	Modify grade: assessment

<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
Thursday	3/16/06	2 pm – 4 pm	189 CHS

Creating & Modifying Tests and Quizzes in Blackboard

Use Blackboard for assessment. You can set up several types of tests, including multiple choice, T/F, ordering, fill in the blank or matching that can be used as formal exams or for student self-assessment. There are many options to explore. Faculty may also set up a question pool. Test results are recorded in the Gradebook.

<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
Wednesday	2/22/06	9 am – 10:30 am	111 HRY

GroupWise

GroupWise E-Mail

This seminar is intended to provide basic skills in working with the GroupWise e-mail package; send, receive, attach, creating folders, creating archives are among the topics to be discussed.

<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
Tuesday	1/24/06	9 am – 11 am	111 HRY
Friday	2/17/06	1 pm – 3 pm	205A DEV

GroupWise Calendar

This seminar is intended to provide the user with the necessary skills to manage the calendar system within GroupWise. Topics include: access to multiple calendars (proxy rights), multi-user view, scheduling repeating appointments, busy search, and accepting/declining appointments.

Pre-requisites: GroupWise E-Mail

<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
Wednesday	2/1/06	9 am – 11 am	111 HRY
Thursday	3/2/06	1 pm – 3 pm	115A DEV

MS Office

Academic Computing has restructured the format for the MS Office classes. The courses are divided into seminars that will address specific topics. You may register for individual seminars.

MS Word

Basics

This seminar covers page setup, paragraph and font formatting, using default tabstops, printing options, cut, copy and paste. Learn to use keyboard and mouse techniques to move quickly through a document, and to select text.

<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
Tuesday	2/14/06	2 pm – 4 pm	111 HRY

Tabs, Tables and Graphics

Learn to place 5 different types of tabstops to align text. Create and modify tables to layout text and graphics on the page in many different ways. Insert and manipulate graphics (pictures, WordArt, ClipArt) and use the drawing toolbar to enhance documents.

<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
Thursday	2/16/06	2 pm – 4 pm	111 HRY

Mail Merge

Use the mail merge wizard in Word 2002 to manage lists of names and addresses (or other information) and to create mass mailings, form letters, mailing labels, or catalogs. See the new features in data management that allow you to easily to select a subset of people from the list.

<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
Tuesday	2/21/06	2 pm – 4 pm	111 HRY

Headers & Footers/Table of Contents

This seminar covers headers and footers, page numbers, watermarks, and creating a table of contents. We will use heading styles to create the table of contents, and briefly discuss other uses of styles.

<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
Thursday	2/23/06	2 pm – 4 pm	111 HRY

Tracking Changes

To facilitate online review, Microsoft Word allows you to easily make and view tracked changes and comments in a document. The new assignment feature in Blackboard lets students submit their work online. This seminar will support faculty who wish to evaluate and return papers to their students. The tracking changes feature of Word is also a productive way for multiple people to review a document.

<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
Tuesday	2/28/06	2 pm – 4 pm	111 HRY

MS PowerPoint

PowerPoint is a graphic/drawing program that primarily functions as a presentation tool. PowerPoint users can create graphics, overheads, full slide shows, and tutorials. The seminar will cover the basics of PowerPoint including layouts, charts, graphs, tables, organization charts, and drawing tools.

This is a four-hour class split into two sections. Sign-up for first class session only but must attend both sessions.

<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
Monday	1/23/06	2 pm – 4 pm	111 HRY
Wednesday	1/25/06	2 pm – 4 pm	111 HRY

MS Excel

Excel - Session 1

Excel – Session 1 – Introduction

Introduction to Excel: Discover the value in using Excel to display data and calculate values. Learn how to enter and edit data, create and modify calculations quickly, and to format and print worksheets. Use Chart Wizard to create a graph.

<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
Thursday	1/19/06	12 pm – 2 pm	111 HRY

Excel - Session 2

Excel – Session 2 – More Calculations

Review common formulas and learn when and how to use relative and absolute cell references. Use formulas to create a checkbook register and a loan payment calculator. Sort and filter lists of data. Create a grade book.

<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
Thursday	1/26/06	12 pm – 2 pm	111 HRY

Excel – Session 3

Excel – Session 3 – Multiple Worksheets, Large Worksheets & Formatting

Work with multiple worksheets to simplify your data organization. Learn how to use and print large worksheets effectively. Explore many techniques for formatting data and worksheets.

<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
Thursday	2/2/06	12 pm – 2 pm	111 HRY

Excel – Session 4

Excel – Session 4 – Calculating with Functions

Learn how to use advanced functions in Excel, including where to find examples and complete descriptions of each function. The specific functions covered in this session assist in manipulating text, working with dates and times, decision-making/adjusting a calculation based on criteria, and looking up values from a table. These exercises will demonstrate how to find and use the hundreds of functions available in Excel.

<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
Thursday	2/9/06	12 pm – 2 pm	113 HRY

MS Publisher

Participants will learn basic desktop publishing design with Publisher software including starting a project with wizards and using text frames and graphics. **This is a four hour class split into two sessions. Sign-up for first class session only but must attend both sessions.**

Prerequisite: Windows, Word Modules 1, 2 & 3

<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
Wednesday	3/1/06	2 pm – 4 pm	111 HRY
Thursday	3/2/06	2 pm – 4 pm	111 HRY

MS Access

Tables & Data

Create an entire database using a wizard. Create a blank database and add tables with and without the help of wizards. Enter and edit data in tables and learn how to find, sort and filter data. Table and field properties (restrictions) will be discussed.

<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
Monday	2/13/06	2 pm – 4 pm	205A DEV

Relationships

Plan the design of a database. Understand and develop the relationships among the data by using normal table forms and creating appropriate relationships between tables. View related data directly from tables.

<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
Wednesday	2/15/06	2 pm – 4 pm	205A DEV

Forms

Use wizards to quickly create forms, and use Design View to customize them. Learn about various design techniques and tools.

<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
Monday	2/20/06	2 pm – 4 pm	205A DEV

Reports

Use wizards to quickly create reports, and use Design View to customize them. Many typical report modifications and techniques will be covered.

<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
Wednesday	2/22/06	2 pm – 4 pm	205A DEV

Queries

Learn many techniques for extracting data the way you want to see it. Focus on setting criteria, showing or not showing duplicate data, obtaining totals and calculating new values.

<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
Monday	2/27/06	2 pm – 4 pm	205A DEV

Adobe Acrobat

Adobe Acrobat (Standard & Pro)

Create PDF documents from any MS office product. Create a single PDF file from multiple documents. Build intelligent forms with Adobe LiveCycle™ Designer software (Windows® only), Protect documents with passwords and apply restrictions on printing, copying, and altering. Digitally sign and certify documents.

<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
Thursday	4/13/06	2 pm – 4 pm	189 CHS

Web Development

Departmental Webmaster (CMS)

Institutional Marketing has taken the month of December to design and build the next version of the Content Management System (CMS) that many of you have been using for the past two years. This system provides an easy and cost-free method to manage the content on your departmental web site. As was with the previous version, no knowledge of html programming is necessary outside of knowing how to use a web browser! Many new highly requested features have been added to the system such as MAC OS X support and spell check. Come and see all the new features but class sizes will be limited to 10 so sign up early.

<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
Friday	2/10/06	2 pm – 4 pm	111 HRY
Thursday	2/23/06	9 am – 11 am	205A DEV
Tuesday	3/28/06	1 pm – 3 pm	111 HRY
Friday	3/31/06	2 pm – 4 pm	205A DEV

Dreamweaver

Using Dreamweaver to Enhance CMS

Dreamweaver is a web authoring program that provides versatility in creating web pages. Participants will use the many text features, create links, create and manipulate tables, add graphics, make changes easily and keep items in place on the pages. Learn how Dreamweaver easily converts word and excel pages to HTML.

This seminar will focus on the Dreamweaver features that can be used in conjunction CMS. (CMS features will not be covered) The seminar is also appropriate for someone wanting a general introduction to Dreamweaver. A more in depth Dreamweaver seminar will be offered during the spring intensives.

Prerequisite: Windows, Word Module 1, Internet Experience, Knowledge of HTML is helpful.

<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
Friday	3/17/06	2 pm – 4:30 pm	111 HRY

Seminars Available on Request

Seminars on special topics are available for groups of 5 or more faculty/staff. If you have a specific need for information on the GVSU supported software, please gather 5 or more faculty/staff who are interested in the same topic and phone Linda Raterink at 12035 with your request. Linda will arrange for you to speak with the appropriate person to teach the class. Assistance is available for faculty and staff. Special topic classes are available on all campuses including Holland and Traverse City with the exception of Impatica.

Topic Suggestions:

SPSS, SAS, test Scanning & Scoring
Document or Graphic Scanning
HTML for Blackboard
Mail merge from within Word

Impatica for PowerPoint: Impatica for PowerPoint is a simple to use program that converts PowerPoint files into a compressed format that easily inserts into Blackboard and quickly downloads over the Internet. The Impatica file is typically 90+% smaller than the original PowerPoint HTML files. Impatica for PowerPoint supports most of the features of PowerPoint, including text, graphics, transitions, animation effects and narration. This is a demonstration seminar. Impatica is available for faculty use in 260C DeVos, 2098 Mackinac, the instructor station in 112 Henry, and the scanning station in 2226 AuSable.

Respondus: Respondus is a software program for creating web-based quizzes, exams, question pools, and surveys. Assessments created with this tool can be imported into Blackboard courses. Respondus even has a symbolic notation editor useful for Math and Science courses. This workshop will show you how to download and use Respondus to start creating online assessments.

Tegrity: The Grand Valley State University Technology Department recently purchased two Tegrity WebLearner multimedia systems to support web-enhanced and online courses. Tegrity provides video streaming technology for capturing audio, video, displaying of powerpoint slides, whiteboard writing and other elements of a classroom lesson. For consultation information, please contact Glenna Decker at ext. 12598 or Kim Kenward at ext. 12131.

Tour of the Faculty/Staff work area.